

Los Alamos

NATIONAL LABORATORY

memorandum

SECURITY DIVISION
S-6, Personnel and Information Security Group

To/Ms: Master Management Distribution
From/Ms: Larry Freestone, S-6, MS G733
Phone/FAX: 7-5897/5-5566
Symbol: S6-98-PD:063
Date: May 8, 1998

SUBJECT: CLEARANCE AND BADGING CONCERNS

The S-6 clearance database was transferred to Lab-wide Systems on April 13, 1998. This is one of several actions we are taking to improve our clearance processing.

While these actions will ultimately benefit managers across the Laboratory, we are now solely dependent on the accuracy of employee information in Lab-wide Systems. Therefore, we need your immediate and continuing support to ensure the accuracy of this information.

To assist in this effort, we will be initiating a new procedure next week. Effective May 14th, my Personnel Security and Badge Office teams will be verifying the data in Lab-wide Systems against any clearance or badge request forms. If employee information on Lab-wide Systems conflicts with information in the clearance or badge request paperwork, the individual presenting the paperwork will be directed to return to the host organization until the discrepancy is resolved. A concurrent memo is being sent to Administration and Support Distribution providing specific details.

Our last issue deals with the delay between the granting of a clearance and badging. In some cases, this delay exceeds 30 days or more. Additionally, we need to provide a timely Comprehensive Security Briefing following the granting of a new clearance or employee transfer.

With clearance information now being maintained on Lab-wide Systems, we anticipate that the timeliness of clearance grant notifications will greatly improve. Within several days of an individual's clearance being annotated in Lab-Wide Systems, the employee and employee's Group Leader will receive an electronic or hard copy notification. This should reduce the numbers of people exceeding 30 days between clearance grant date and badging.

We also intend to implement an additional procedure. Beginning May 14th, clearances will be canceled for anyone not badged within 30 days of their clearance grant date. You will be provided an opportunity to request and justify exceptions. These include, but are not limited to:

- Individuals who are not available due to illness, travel (business or personal), or located elsewhere (e.g., external advisory review committee members, students, etc.).
- Other justification will be considered on a case-by-case basis.

In these unusual cases and as an interim measure, a security briefing package will be sent to the individual. Groups will be asked to facilitate this by providing the employee's current address.

We appreciate your assistance in helping us maintain a compliant personnel security program. If you have any questions regarding this memo, please contact any of the individuals below:

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| • Paula Dransfield | 667-0662 |
| • Ken Collins | 667-1332 |
| • Mary Lyerly | 667-0077 |